	VM 2023 – 2024 SERVICE SITE PARTNERSHIP APPLICATION	
AmeriCorps		Volunteer VM Maryland!

The purpose of this application is to determine an agency's suitability to partner with Volunteer Maryland, assess the feasibility of the proposed volunteer program within the Volunteer Maryland program model, define the scope of the partnership, and determine the role of the AmeriCorps member at the Service Site.

Instructions

This application has three sections which must be completed fully. It may take two to three hours to complete this form. A digital copy of the application is available here for review prior to filling out this form.

Please take a few minutes to review the definitions list and limitations of AmeriCorps member service activities before beginning your application.

In addition to the completed application, please attach the following documents:

1. **Organizational Chart**
2. **Financial Statement: most recent 990 form or other statement of financial position**
3. **W-9**

Please complete this form and attach all of the required documents as your application. A paper application is available. Please direct all requests and questions to Nathan Cabrera, Volunteer Maryland Outreach Manager, at nathan.cabrera@maryland.gov or phone (443-346-0615).

SECTION I: APPLICANT INFORMATION

Name of Organization/Legal Applicant:	
Physical Street Address:	
Mailing Address:	
City/State/Zip:	
County:	

Main Telephone:	
Website URL:	
Legal Applicant Federal Tax Identification number (EIN)	
Executive Director:	
Executive Director's Direct contact information:	
Name of Application Writer:	
Writer's Title:	
Writer's Direct Line:	
Writer's Email:	
Proposed Site Supervisor	
Proposed Site Supervisor Contact Information	

Type of Organization: *(all VM Service Sites must be one of the following)*

* Government agency *(specify only one type)*:
☐ Federal
☐ State
☐ County
☐ City
☐ School

 OR

* Non-profit (501c3) *(specify only one type)*:
☐ Local
☐ State
☐ National
☐ International

Cost to the sites

Our partner sites host AmeriCorps members over a 46-week service year for a small fee. The member will serve 1700 hours between September 13th, 2023 and July 31st, 2024. The cost to the site is $10,350 and is due on the first day of the service year.

List Funding Source(s):

☐ Proposed

☐ Secured

PLEASE NOTE: If the fee is paid from federal funds, the Service Site must provide the following information:

Name of Federal Agency	
Federal Agency Grant or Contract Number	
CFDA number (or N/A if a contract)	
Documentation that the Federal Agency approved the use of its funds as a fee for an AmeriCorps member	*(Attach to application or provide with cash match.)*

History with Volunteer Maryland and AmeriCorps

How did you learn about Volunteer Maryland?

☐ Volunteer Maryland staff
☐ Current or former Volunteer Maryland AmeriCorps member
☐ Current or former Volunteer Maryland Service Site
☐ In person Information Session
☐ Virtual Information Session
☐ Social Media
☐ Website
☐ Other

Is your organization a past or current Volunteer Maryland Service Site?   ☐ Yes ☐ No

What year(s)?

Past Year Highlights and Continuation Goals

If you answered 'yes' to the above question: please provide a description of the progress made during the partnership year and your goals for the upcoming partnership year.
 Please include examples from the past service year of:
- AmeriCorps member accomplishments
- Volunteer program improvements
- Specific ways an additional year will build volunteer program capacity
- Please describe any changes in staff, location, operations, programs, or services since the initial application

SECTION II: AGENCY OVERVIEW

(You may answer these questions in a separate document and upload with your application)

1. Please provide your mission statement and brief history.

2. Describe your current programs/services and the unmet community needs they address.

3. What direct services do your volunteers provide and how do they support the unmet community need?

4. How many clients per year does your organization serve? Please describe the population or typical client that your organization serves.

5. Why would someone want to serve as an AmeriCorps member with your organization?

6. Does your agency currently have general liability insurance for its volunteers? (This is a Volunteer Maryland partnership requirement.)
   ☐ Yes   ☐ No

Key Players

Please propose a Site Supervisor who will provide on-site supervision to the member and any other staff members who will be working closely with the AmeriCorps member.

Name	Email	Title	Role
			Proposed Site Supervisor

Background Check Requirement

The designated Site Supervisor must undergo a National Sex Offender Public Registry Check, State Criminal Registry Check, and a national search by submitting fingerprints to the Federal Bureau of Investigation. The background check process through vendors specified by Volunteer Maryland. We will provide specific instructions later.

I have read and understand that the Site Supervisor must successfully complete the Volunteer Maryland background check process as a requirement of the partnership:

Office Environment and AmeriCorps Member Expectations

1. Describe your office culture and work environment. It is our standard expectation that members will be serving in a physical location.

2. Is your office building accessible by public transportation? ☐ *Yes*   ☐ *No*

If yes, how?

3. Will the member need their own transportation in order to complete the volunteer coordinator duties at the site?

   ☐ *Yes*   ☐ *No*

4. Is your building and office space accessible for people with physical disabilities? *Consider physical accessibility from parking to your building, into the building, and into and around the office.*

   ☐ *Yes* ☐ *No*

5. Volunteer Maryland AmeriCorps Members are required to serve 40 hours per week. What will be the Member's regular hours?

6. What, if any, hours other than a standard business week would the AmeriCorps Member be expected to serve?

7. What is the budget the AmeriCorps member will be working with for the volunteer program? Consider training supplies, marketing, and recognition materials needed for the year.

Coordinator Work Space Requirement

Volunteer Maryland's AmeriCorps Members will need suitable physical workspace and resources to do their service. The site **is required** to **provide a computer and access to the internet.** Remote service is discouraged. Please verify that your organization will be able to provide the following:

☐ Computer   ☐ Desk   ☐ Reliable Internet Access
☐ Office Phone   ☐ Printer Access

Comments:

Organizations who host an AmeriCorps member with Volunteer Maryland are required to provide free or reimbursed parking for the member while on-site. Members must also be reimbursed for travel costs incurred for site-related travel (i.e. travel to volunteer fairs or multiple sites).

1. On-Site Parking
   ☐ Free Parking or ☐ Reimbursed (indicate monthly cost) $_____

2. Site –Related Travel Cost Reimbursement
   Amount $_____ (per mile, per mo.)

SECTION III: VOLUNTEER SERVICE AND PROGRAM

Please complete the chart below, fully describing the types of volunteer services and number of volunteers that apply to the Volunteer Maryland application and partnership.

A) **Volunteer Activity or Service(s):** Describe the *service activities* the volunteers will perform in order to address the identified community need. Please refer to the limitations for AmeriCorps members.

B) **Number of Volunteers:** If applicable, how many existing volunteers do you have performing these types of volunteer services? How many new volunteers are needed for each activity proposed? What is the total number of new volunteers needed?

Volunteer Activity or Service	Number of Existing Volunteers	Number of New Volunteers Needed
Example: *Tutoring (reading) – tutors work with students in grades k-5 on reading strategies and fluency. Tutors meet with students two days per week for 90 minutes each session.*	*None (new program)*	*25 new volunteer tutors*
TOTALS:		

Volunteer Program Focus Area

Each Volunteer Maryland Service Site must address **at least one** of the AmeriCorps focus areas. Though the proposed volunteer program may work across multiple issues, provide a variety of services, and/or serve a number of different client groups, **volunteer activity must work toward at least one of the outcomes below**.

Focus Area *(select one or more)*

☐ Disaster Services
☐ Economic Opportunity
☐ Education
☐ Environmental Stewardship
☐ Healthy Futures
☐ Veterans/ Military Families

Supporting Documents
Please upload supporting documents here

Partnership Application Signatures

In submitting this partnership application to become a Volunteer Maryland (VM) Service Site, we attest that all information provided is true to the best of our knowledge.

_____

Signature   *Title*

Date

Thank you for applying to become a Volunteer Maryland Service Site!